



U.S. FOOD AND DRUG ADMINISTRATION
OFFICE OF REGULATORY AFFAIRS
DIVISION OF HUMAN RESOURCE DEVELOPMENT



Presents a **FREE** Satellite Broadcast

“PLAIN LANGUAGE: THE WRITE IDEA”

Visit: http://www.fda.gov/ora/training/course_ora.html

WEDNESDAY, MAY 3, 2000
1:00 PM –3:00 PM EASTERN

Objectives:

- Increase awareness of the use of Plain Language in FDA
- Learn five fundamentals of Plain Language
- Learn a process for applying the information to your daily work

Target Audience: EVERYONE!

Broadcast Participants:

- Dr. Jane E. Henney, Commissioner, FDA
- Mr. Dennis E. Baker, Associate Commissioner for Regulatory Affairs, FDA
- Susan Benjamin, President, Words at Work, International
- Joanne Locke, FDA's Plain Language Coordinator
- Michael C. Rogers, Moderator

Broadcast Materials: Site Coordinators - visit our website (under construction) a couple days prior and print broadcast materials for your viewers (e.g., sign-in sheet; PPT handouts; evaluation). After broadcast, please return sign-in sheet and evaluations as indicated in website.

How to View the Broadcast:

- **FDA HQ Viewers:** Seating will be on a first-come, first seated basis at the following sites:
 - ORA Conference Room, 13-57 (Parklawn Building)
 - Third Floor, Conference Room B (Parklawn Building)
 - DHRD Conference Room, Suite 126 (15800 Crabbs Branch Way)
- **ORA FIELD:** Contact your local downlink site coordinator for viewing information
- Fiber optics signal will be distributed to FDA Centers – contact your Center site coordinator for viewing information
- **Non-FDA Sites** – require access to a steerable satellite dish and receiver capable of receiving c-band broadcast signals. A site coordinator should be designated (see Broadcast Materials, above).

VIDEOTAPES: Downlink sites should program your VCR's to record this program for future viewing. FDA/ORA's nationwide lending library will make a copy of this program available on loan (and duplication). For loan information, contact Cindy Lachin via e-mail (CLachin@ora.fda.gov).



**U.S. FOOD AND DRUG ADMINISTRATION
OFFICE OF REGULATORY AFFAIRS
DIVISION OF HUMAN RESOURCE DEVELOPMENT**



http://www.fda.gov/ora/training/course_ora.html

Presents a **FREE** Satellite Broadcast

“PLAIN LANGUAGE: THE WRITE IDEA”

**WEDNESDAY, MAY 3, 2000
1:00 PM –3:00 PM ET**

SATELLITE TECHNICAL INFORMATION: Program your VCR’s to record.

BROADCAST INFO	DAY OF BROADCAST	PRIOR TO BROADCAST	<input checked="" type="checkbox"/>
DATE:	May 3, 2000	Galaxy 11 is NEW! It is located in the FORMER Galaxy 6 location (99 deg. W). You MAY be able to find the signal at the former Galaxy 6 (G6) OR Galaxy 4 (G4) designator. IMPORTANT!	
PROGRAM TIME:	1:00 PM – @ 3:00 PM ET		
COLOR BARS/TEST SIGNAL:	12:00 Noon – 1:00 PM ET		
C-BAND SATELLITE:	Galaxy 11 (NEW SAT)		
Transponder:	21		
Channel:	21		
Location:	99 degrees west		
Frequency:	4120 MHz		
Polarity:	Vertical		
Audio:	6.2 & 6.8		
IMPORTANT NUMBERS:			
Trouble Number	888-626-8730	Post number on phone	
Questions Prior?	301-594-2263	Leave a voicemail message	

Important Note: Sites should verify signal several days prior to broadcast. Call in your local vendor if assistance is required in reprogramming your receivers.

Produced by FDA’s
Office of Regulatory Affairs
Division of Human Resource Development
Rockville, Maryland

Uplinked by FDA’s
Center for Radiological Health’s
Division of Communication Media
Gaithersburg, Maryland